

HISTORIC LANDMARKS COMMISSION  
GENERAL DESIGN GUIDELINES &  
MEETING PROCEDURES  
with Draft Infill Design Guidelines



Prepared By  
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CALIFORNIA

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## HISTORIC LANDMARKS COMMISSION GOALS

The Historic Landmarks Commission (HLC) is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are:

- A. to safeguard the heritage of the City by providing for the protection of landmarks representing significant elements of its history;
- B. to encourage and protect the integrity and character of El Pueblo Viejo (EPV);
- A.C. to ensure that development is compatible with EPV and is sensitive to neighboring historic resources;
- B.D. to enhance the visual character of the City by encouraging and regulating the compatibility of architectural styles within historic districts reflecting unique and established architectural and landscaping traditions to ensure they are integrated into their specific cultural landscape;
- C.E. to foster public appreciation of and civic pride in the beauty of the City and the accomplishments of its past;
- D.F. to strengthen the economy and vitality of the City by protecting and enhancing the City's attractions to residents, tourists and visitors;
- E.G. to promote the private and public use of landmarks and historic landmark districts for the education, prosperity and general welfare of the people;
- F.H. to stabilize and improve property values within the City;
- G.I. to undertake the identification, inventory, and consideration of those structures, sites and natural features within the City which may merit designation as a City Historic Resource in accordance with the Historic Resource criteria established by state Public Resource Code §5024.1, as it is presently enacted or hereinafter amended;
- J. to promote high standards in architectural and landscape design and the construction of aesthetically pleasing structures;
- H.K. to ensure appropriate building massing (including size, mass, bulk, height and scale) in relationship to its site location and the surrounding neighborhood;
- I.L. to promote neighborhood compatibility;
- M. to encourage high standards of livability of projects and safety of residents; and
- J.N. to ensure that the review process is fair and consistent both in policy and implementation to allow all who are involved to benefit from the process.

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## INTRODUCTION

### **Purpose of the Historic Landmarks Commission General Design Guidelines & Meeting Procedures**

These “Historic Landmarks Commission (HLC) Guidelines & Meeting Procedures” have been developed to:

1. Ensure high design standards are maintained and applied in all areas under the jurisdiction of the HLC in regards to the development and construction process.
2. Clarify the goals and policies of the HLC for the understanding of the public and those who enter into the applicant process.

In addition to these HLC General Design Guidelines & Meeting Procedures, there are other design guidelines found in other documents that may apply to projects within the jurisdiction of the HLC. The El Pueblo Viejo Design Guidelines are the foundation document establishing the Historic Landmarks Commission’s criteria for appropriate development in El Pueblo Viejo Landmark District as well as for structures which have been deemed historic or listed on the City’s Potential Historic Resources List. Other design guidelines provide additional information for some projects in certain areas of the City, including special districts and for outdoor lighting standards. These HLC General Design Guidelines & Meeting Procedures contain administrative review criteria, landscaping standards, and meeting procedures. Projects proposing infill development or redevelopment are also subject to the Infill Design Guidelines in Part I, General Architectural Design Guidelines, Section 1, on page 8 below. The Infill Design Guidelines describe what it means for a project to be compatible, and offer a menu of design techniques and approaches that projects can use to complement existing buildings, preserve neighborhood character, and integrate into existing neighborhoods.

### **HLC Background and Purpose**

- **Background.** The city of Santa Barbara was one of the first communities in the United States to conceive of historic preservation as an integral element in the planning process. At first, this concept was pursued by civic groups -- The Plans and Planting Committee of the Community Arts Association and the Architectural Advisory Committee -- both of which were formed in 1922. Their efforts were augmented in 1923 by the official establishment of a City Planning Commission, and in 1925, by the organization of a City Architectural Board of Review, which lasted nine months. In 1947, a new City Architectural Board of Review (ABR) was founded. In 1960, the Advisory Landmark Committee was formed to aid in the review procedure for the newly-created El Pueblo Viejo Landmark District. In 1977, with the adoption of a new Historic Structures Ordinance, the Advisory Landmark Committee was replaced by the Landmarks Committee. In November 1993, the City Charter was amended to create the present Historic Landmarks Commission (HLC) and to expand the boundaries of El Pueblo Viejo Landmark District. The charter amendment also revised the duties of the ABR to make it clear that its jurisdiction excluded applications subject to review by the Historic Landmarks Commission. The HLC consists of nine members, two of whom must be licensed architects, one a professional architectural historian, one a landscape architect, and at least one public at large member. The commission members must have a demonstrated interest in and knowledge of the history and architecture of the City of Santa Barbara.

**Purpose of HLC.** According to the city of Santa Barbara Municipal Code (SBMC) one of the

primary purposes and objectives of the HLC is to safeguard the heritage of the City by providing for the protection of historic resources as outlined in (Chapter §22.22, Historic Structures Ordinance). In support of this objective, the HLC was established pursuant to §817 of the Charter of the City of Santa Barbara.

### **Guideline Interpretation and Application**

The HLC is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are listed on the inside of the cover of this document. These guidelines help to define how HLC carries out the goals.

These guidelines are designed to guide the HLC members and the public as a whole; they are not intended to be binding in nature. Although failure to meet the Guidelines can form a basis for denial of the design of a project, non-compliance with these guidelines shall not be grounds to invalidate any action taken by the HLC, nor shall such non-compliance constitute a cause of action against the City or its officers, employees or agents concerning any matter.

### **Project Compatibility Considerations**

The HLC shall consider the Project Compatibility Criteria in SBMC §22.68.045 when it reviews and approves or disapproves the design of a proposed development project. These guidelines assist the HLC in considering the Project Compatibility Criteria listed below:

1. **Compliance with City Charter and Municipal Code; Consistency with Design Guidelines.** Does the project fully comply with all applicable City Charter and Municipal Code requirements? Is the project's design consistent with design guidelines applicable to the location of the project within the City?
2. **Compatible with Architectural Character of City and Neighborhood.** Is the design of the project compatible with the desirable architectural qualities and characteristics which are distinctive of Santa Barbara and of the particular neighborhood surrounding the project?
3. **Appropriate size, mass, bulk, height, and scale.** Is the size, mass, bulk, height, and scale of the project appropriate for its location and its neighborhood?
4. **Sensitivity to Adjacent Landmarks and Historic Resources.** Is the design of the project appropriately sensitive to adjacent Federal, State, and City Landmarks and other nearby designated historic resources, including City structures of merit, sites, or natural features?
5. **Public Views of the Ocean and Mountains.** Does the design of the project respond appropriately to established scenic public vistas?
6. **Use of Open Space and Landscaping.** Does the project include an appropriate amount of open space and landscaping?

### **Relationship to Other Documents**

- **Relationship to the General and Coastal Plans.** The Santa Barbara General Plan contains

policies and direction regarding the visual aspect of development, neighborhood compatibility and landscaping. The Zoning Ordinance and these HLC General Design Guidelines & Meeting Procedures are intended to implement the General Plan and Coastal Plan policies. The General Plan contains descriptions of the character of individual neighborhoods and sets a vision for individual sustainable neighborhood features, community design, and historic preservation.

- **Relationship to Zoning Ordinance.** The Zoning Ordinance contains standards with which development must comply. In the event of a conflict between these guidelines and the Municipal Code, the Code requirements prevail over these guidelines. These Guidelines are intended to augment the Municipal Code by providing complementary detail on the topics discussed.
- **Zoning Ordinance Standards and Project Compatibility Criteria.** The Zoning Ordinance establishes standards, allowances, and restrictions to which development projects must adhere. The Zoning Ordinance includes specific minimum standards (e.g., minimum requirements for open space and setbacks) and maximum standards (e.g., maximum building height, maximum residential density), which collectively define a development envelope on a property. In addition to compliance with the Zoning Ordinance, multi-unit residential, mixed-use, and non-residential development is also subject to design review where projects are individually evaluated by an appointed advisory board for consistency with design guidelines, desirable architectural qualities, appropriate size, mass, bulk, height, and scale, sensitivity to historic resources, public views, and appropriate amount of open space and landscaping. These criteria are listed in SBMC §22.68.045 as the Project Compatibility Considerations. The ABR shall consider these criteria in their review of projects prior to granting Project Design Approval. In that context, although a project may comply with the limits of the development envelope (e.g., minimum open space and landscaping, and under the maximum building height), it may be deemed inconsistent with the Project Compatibility Considerations, and found not approvable.
- **Relationship to Other Design Guidelines.** A number of other City design guidelines provide direction regarding architectural appearance, site design and landscaping. The other guidelines are listed below as “other city design guidelines.” These HLC General Design Guidelines & Meeting Procedures are generally compatible with the other design guidelines and are more detailed on some subjects than the other design guidelines. However, if these “HLC General Design Guidelines & Meeting Procedures” and other design guideline address the same issue, the other design guidelines applicable to the specific area or topic shall prevail over these “HLC General Design Guidelines & Meeting Procedures”.
- **Relationship to the Master Environmental Assessment.** The City of Santa Barbara Master Environmental Assessment (MEA) document provides guidelines for preparation of cultural resource studies. The city’s MEA document provides procedures to ensure that city projects comply with California Environmental Quality Act (CEQA) review requirements. In some cases, a project may require design changes or monitoring to avoid or lessen potential effects to archaeological and historical resources.
- **Relationship to Neighborhood Preservation Ordinance (NPO).** The NPO requires HLC review and approval for certain single-family residential projects and other grading or alterations proposed within single-family zones. (See SBMC §22.69.020 for a specific list of projects requiring review and approval by the HLC.)

## Guideline Organization

These HLC General Design Guidelines and Meeting Procedures are divided into three main parts. Part I contains information about processing applications for properties with historic structures, sustainable building and site design information, and administrative staff level project approval criteria. Part II contains landscape design guidelines for projects that require landscape plans. Part III provides background information and explains the HLC's meeting and review process and Staff's role in HLC agenda preparation.

## Other City Design Guidelines

In addition to these HLC General Design Guidelines & Meeting Procedures, other guidelines for specific types of development and for specific areas of the City have been prepared with input from the Historic Landmarks Commission, Architectural Board of Review, Planning Commission, and others. The other city design guideline documents cover commercial, multi-family and single family development. Other City design guidelines include the following:

- **Chapala Street Design Guidelines.** The City of Santa Barbara Redevelopment Agency initiated the Chapala Street Design Guidelines in May 2003 to ensure that public improvements that occur as a result of private sector development of the Chapala Street corridor consisted of a unified theme that met the needs of current downtown residents and businesses. The Chapala Street Design Guidelines influence that area of Chapala Street south of Carrillo Street and north of Hwy 101.
- **El Pueblo Viejo Design Guidelines.** The purpose of these design guidelines is to preserve and enhance the unique heritage and architectural character of the central area of the City which developed around the Royal Presidio, founded in 1782, and which contains many of the City's important historic and architectural landmarks. The design guidelines also address the area around Santa Barbara Mission. These guidelines are also utilized for all projects and are the primary supplemental design guidelines to consider when designing projects in the EPV district.
- **Haley-Milpas Design Manual.** The purpose of these guidelines is to assist the public in the Haley-Milpas area in improving the appearance of their properties. Goals in this area are to provide a more human-scaled and pedestrian environment; to give more attention to details to provide more interest and feeling; and to encourage mixed-use development to accommodate the mix of uses already existing in the area. U.S. Highway 101, Santa Barbara, Ortega, Salsipuedes and Haley Streets, and the properties facing Milpas Street bound this area.
- **Highway 101 Santa Barbara Coastal Parkway Design Guidelines.** The purpose of the Highway 101 Santa Barbara Coastal Parkway Design Guidelines is to preserve the historic character and visual quality of the segment of Highway 101 located within the City's Coastal Zone. The guidelines are intended to help the City, the California Department of Transportation (Caltrans) and other interested agencies maintain this segment of highway in a manner consistent with its historic character while allowing for necessary traffic and safety improvements to maintain access through the City's Coastal Zone. Additionally, these guidelines are referred to as part of Caltrans courtesy reviews for their projects in other areas of the city.

- **Lower Riviera Special Design District Guidelines.** These guidelines direct development within and adjacent to the Bungalow District to be compatible with the architectural character of the Bungalow District. The Guidelines assist property owners, architects, contractors, and hearing review bodies in designing projects that will be appropriate, compatible, and beneficial to the Bungalow District and to assist the City in reviewing applications for new projects and alterations to structures within, and in close proximity to, the Bungalow District.
- **Outdoor Lighting and Streetlight Design Guidelines.** These guidelines itemize acceptable standards for outdoor lighting installations throughout the City. The guidelines recommend specific outdoor lighting design standards to avoid excessive glare.
- **Passive Solar Design Guidelines and Recognition Program.** The best way to reduce energy consumption is through conservation. The Passive Solar guidelines encourage building siting, orientation, materials, construction techniques, and landscaping to reduce long-term energy needs for new developments.
- **Sign Review Guidelines:** These guidelines itemize acceptable standards for the placement of signs throughout the City. The guidelines describe specific points of Sign Committee review which promote aesthetic signage and graphic design that enhances the architectural style or historical quality of a building.
- **Single-Family Residence Design Guidelines.** These guidelines apply to single-family houses constructed or altered in the Hillside Design District and to certain houses outside of the Hillside Design District. (See SBMC §22.69.020 for a specific list of projects requiring review and approval by the HLC.) The purpose of these guidelines is to assist applicants and designers to design homes and additions that are compatible with existing neighborhoods.
- **Solar Energy System Design Guidelines and Recognition Program.** This document specifies how to achieve a solar energy system that is high performing as well as aesthetically well integrated with its surrounding location, and therefore eligible for a recognition award from the city of Santa Barbara.
- **State Street Landscape Design Guidelines:** These guidelines are intended to give direction to private property owners along the State Street Downtown Plaza regarding voluntary alterations to the streetscape for landscaping in front of their property. The guidelines were created in order to assure that any changes to the twelve blocks of the State Street Downtown Plaza that do occur are harmonious with the surrounding context and contribute to the overall improvement of the plaza.
- **Upper State Street Area Design Guidelines.** At the time of adoption of these HLC General Design Guidelines & Meeting Procedures in 2011, no structures were designated with historic significance in the Upper State Street Area (USSA), an area generally on both sides of State Street from Constance Avenue to the westerly City limits. It also includes upper De La Vina Street from Constance Avenue to State Street; commercially developed areas along Hope Avenue, Hitchcock Way and La Cumbre Road; and the commercial areas along Calle Real and Pesetas Way. However, should structures with historic components be reviewed by the HLC in the future, these guidelines would apply to projects in the USSA.

- **Urban Design Guidelines.** These guidelines apply to the urban grid area of the City. The intent of the guidelines is to ensure that traditional design principles and pedestrian-friendly design concepts are incorporated into development proposals. The guidelines provide design criteria illustrations for design professionals, the public, and to allow the HLC to evaluate development proposal consistency with appropriate design principles.
- **Waterfront Area Design Guidelines.** These guidelines establish a general design theme which emphasizes the area's proximity to the ocean and harbor areas. These guidelines apply to all property in the area of the harbor and Pershing Park, as well as properties south of U.S. Highway 101 between Castillo Street on the west and the City limits on the east.
- **Wireless Communication Facilities/Antenna Design Guidelines.** These guidelines establish design standards for the screening, location, and appearance of wireless communication facilities to minimize adverse visual impacts related with these installations.

### **Federal and State Standards and Codes**

In addition to these HLC General Design Guidelines & Meeting Procedures and other city design guidelines, federal and state guidelines often guide development where historic resources are present. Following federal and state guidelines often contributes to compliance with the California Environmental Quality Act.

- **Secretary of the Interior's Standards for the Treatment of Historic Properties.** This federal document sets forth standards for the treatment of historic properties and preservation. The document contains standards for historic structure preservation, rehabilitation and reconstruction.
- **State Historic Building Code.** This state document provides alternative building regulations and standards for the rehabilitation, preservation, restoration, or relocation of buildings or structures designated as historic. The intent of this document is to aid in the preservation of designated historic buildings while providing reasonable safety from fire, seismic forces, or other hazards for occupants of such buildings, and to provide reasonable accessibility to, and usability by, the physically handicapped.
- **Manufactured Homes.** According to Govt. Code §65852.3, any architectural requirements imposed on a manufactured home certified under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. Secs. 5401 et seq.) on a foundation system, pursuant to §18551 of the Health and Safety Code, on lots zoned for conventional single-family residential dwellings **are limited to its roof overhang, roofing material and color, and siding material and color.** Such homes are subject to the same zoning standards that a conventional single-family home on the same lot would be subject to. See Government Code §65852.3(b) for exemptions for projects with historical interest or value on a site.



## PART I

### GENERAL ARCHITECTURAL DESIGN GUIDELINES

See pages 2 – 4 in the Introduction to this document for an explanation of how these general HLC architectural design guidelines relate to area or topic specific design guidelines, such as the El Pueblo Viejo Design Guidelines.

#### **SECTION 1            Infill Design Guidelines**

##### **1.1.1 Purpose of the Infill Design Guidelines.**

The Infill Design Guidelines supplement the Guidelines in Section 1, Site and Surrounding Area Considerations; and Section 2, Architectural Imagery. The purpose of these guidelines is to ensure that infill development complements existing buildings, preserves neighborhood character, and is well integrated into the neighborhood with a cohesive and well-thought out design. Compatible designs respect the existing neighborhood context, character and adjacent structures through compatible building massing (height, scale and location), and incorporate building design principles and streetscape elements that are attractive. In addition, appropriate open space designs incorporate features that increase livability of projects and safety of occupants.

**1.1.2 Compatibility.** For the purposes of design review, “compatibility” is defined as a project’s ability to integrate harmoniously with the desirable architectural qualities and characteristics which are distinctive of Santa Barbara and the immediate neighborhood. A study of the ten (10) closest properties, and additional properties as needed, can be used as an analysis tool in evaluating neighborhood compatibility.

The following should be considered in achieving compatibility:

- A. Contextual setting (streetscape, surrounding structures, street trees, parks)
- B. Patterns of development in the particular area
- C. Architectural style
- D. Size, mass, bulk, height, and scale
- E. Proximity to, and interface with, historic resources, historic districts, historic sites, or natural features
- F. Design intent and overall concept of the project and land use designation of the site

##### **1.1.3. Average Unit Size Density Incentive Program (AUD).**

The AUD Program is intended to encourage smaller housing units, locate units closer to transit services and recreational opportunities, and encourage workforce housing. The AUD Program allows increased residential density for projects developed with smaller housing units, and offers incentives for such projects which provide flexibility in development standards such as reduced setbacks, open space, number of stories, and parking requirements. However, there is a balance between advancing the objectives of the AUD Program and approving an appropriately designed project. The characteristics



of each project site and its context and surroundings must be evaluated to ensure proposed development fits into a neighborhood. In some cases, an AUD development may not be able to fully utilize all the available development incentives allowed under the program and still be able to achieve an acceptable degree of project compatibility under the Project Compatibility Criteria.

The ABR shall consider the objectives and available incentives of the AUD Program when reviewing a project for consistency with the Project Compatibility Criteria and applicable design guidelines. The ABR shall make deliberative findings and fully explain how all Project Compatibility Criteria have been evaluated.

Finally, it is also important to understand that the Zoning Ordinance allows large multi-story developments in some areas and these can be a catalyst toward development of other larger buildings in the neighborhood. This is especially true in neighborhoods that are designated for high density, multi-unit development, but are currently developed at much lower residential densities, lower building heights, and with fewer multi-story buildings. Therefore, a reasonable balance must be considered when reviewing multi-story projects. The ABR should consider the objectives of the AUD Program while ensuring quality design, compatibility with adjacent buildings, and well-designed buildings.

#### 1.1.4 Design Techniques and Approaches

The Infill Design Guidelines are organized in sections: Building Design, Height and Massing; Open Space and Landscaping; Livability and Privacy; and Historic Resources. Each section lists some possible design techniques and approaches that can be employed in order to achieve the objectives in the Project Compatibility Criteria. Other creative and innovative design techniques and approaches may be considered in order to achieve the intended objectives of the listed guidelines.

A. **Building Design, Height and Massing:** Appropriate building design, height and massing contributes to Santa Barbara's quality, sense of place and compatibility. These guidelines seek to ensure a project is compatible with the neighborhood through appropriate mass, bulk and scale. In addition, the design should be well integrated into the neighborhood with a cohesive and well-thought out design. Massing refers to the building's physical form including size, mass, bulk, scale and height. Massing is influenced by specific design features and architectural treatments that may be used to express or break up the massing of a building including: variations in building height, setbacks, stepping back recessed volumes, and other strategies to provide a response appropriate for the surrounding context.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Where appropriate, consider applying as many of the design techniques and approaches listed below as needed to result in an appropriate size, mass, bulk, height, and scale of the building and achieve compatible building design and massing:

1. Design new buildings to enhance and fit into the streetscape. Consider all design elements for compatibility with adjacent buildings and with the immediate neighborhood.
2. Setting back a building more than the Zoning Ordinance requirement may be necessary to be compatible with the general alignment of the setbacks of neighboring properties and to reduce apparent building mass along the street.
3. Avoid massing that overwhelms adjacent buildings and streetscapes. Stepping back upper floors can mitigate overall mass of the building.
4. Reduce the overall floor area of the building by decreasing the average unit size, number of units, bedrooms or bathrooms per unit. The floor-to-lot-area ratio (FAR) can be used to evaluate if the project may be too large for the size of the lot.
5. It may be necessary to reduce the plate heights to lower overall building height and massing. Plate heights should relate to the size and use of the occupancy type.
6. Use variation in height and roofline to reduce the perceived height of the building.
7. Step down larger buildings in height adjacent to smaller buildings, especially if adjacent buildings are historically significant.
8. Open stairs leading to upper floors or the roof top can help reduce building mass. (When allowed by building code.)
9. Design parking to minimize building mass and height and to maximize functional open space and landscaping. Stacked parking and at-grade podium designs can increase building height, while underground parking can lower building height and reduce mass.
10. Provide articulation to reduce the apparent mass and scale of the building, and to be sensitive to the neighborhood.
11. Organize the street facades of a large development or building into several visually distinct parts to create the appearance of several smaller buildings.
12. Divide a larger building mass into smaller components similar in size to adjacent structures to reduce the overall mass of the building. Consider all elevations of the project.
13. Buildings should be within the range of heights seen in the neighborhood. Careful consideration should be given when proposing a building with more stories than surrounding buildings. Three or four story buildings may not be appropriate in all neighborhoods.
14. Encourage the use of traditional building materials compatible with neighborhood styles.

**B. Site Planning for Open Space and Landscaping:** Open space and landscaped areas contribute to the City's natural beauty and enhance the overall quality of life, aesthetic appearance, and sense of place that is distinctive to the Santa Barbara community. Open space and landscaping break up the monotony of paved and built surfaces and contribute to a cleaner environment and healthier, livable neighborhoods. A generous amount of open space and landscaping is considered a positive enhancement to a project. Functional common and private open space enhances the quality of life for the occupants. Setbacks also serve to provide a sense of openness and continuity and enhance the environment. Interior setbacks can provide a buffer between adjoining properties and structures and allow for useable common and private outdoor gathering areas.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Where appropriate, consider applying as many of the following design techniques and approaches listed below as needed to achieve appropriate open space and landscaping:

1. Provide significant landscaping and trees at the ground level, particularly in areas that can screen and soften the larger masses of the building.
2. Include landscape buffers between surface parking, hardscape, and buildings.
3. For larger residential developments, combine and/or increase the amount of functional common open space and landscaped areas to accommodate amenities, such as play areas for children, recreational facilities, and outdoor gathering areas.
4. Landscaping on upper level decks may be appropriate as a method to increase livability and soften the mass of the building.
5. Preserve and incorporate existing natural landscape features and mature trees into new development. If not preserved, provide sufficient new landscaping.
6. Designs with parking garages under buildings or with stacked parking could help provide additional area on the site for open space and landscaping.
7. Surface parking lots have Zoning Ordinance requirements for landscaping and planting to provide visual screening which may also increase landscaping and open space.

Part II of this document is the ABR Landscape Design Guidelines which has additional guidelines related to Site Planning for Open Space and Landscaping in sections on: Site Layout and Massing (Section 2.2.1), Parking Lots (Section 2.2.5), Additional Guidelines for Commercial/Industrial, Multi-Family and Residential Projects (Section 3), and Tree and Vegetation Preservation (Section 4).

**C. Livability and Privacy:** The concept of livability is broad and can take on different meanings; however, for the purpose of these infill design guidelines, the concept of "livability" considers a person's quality of life as it pertains to their place of

residence or employment. Desirable livability design features including useable, functional, common and private open space, access to light and air, safety, and privacy from neighboring properties are considered important amenities to enhance quality of life for occupants. Meeting with adjacent neighbors to discuss livability and privacy considerations prior to beginning the City application process is strongly encouraged.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Where appropriate, consider applying as many of the design techniques and approaches listed below as needed to enhance the livability of the project:

1. Provide appropriate useable open space to accommodate gathering, playing, and seating areas for residents. In some cases above-grade open space such as roof decks may be an acceptable substitute for on-grade open space if it provides adequate functional space, preserves privacy, and does not pose massing, height, and other aesthetic concerns.
2. Certain projects in certain zone districts do not have required setbacks from interior property lines. In specific cases, it may be appropriate to set back the proposed development in order to provide greater livability, light and air, and privacy for users of the proposed development and adjacent development.
3. Design parking to avoid conflict with living areas, but still be easily accessible to residential units.
4. Provide pedestrian pathways to create safe and efficient connections to on-site buildings, the public right-of-way, adjacent properties, and the neighborhood.
5. Design projects with visible entrances, lobbies, and gates from public sidewalks and streets.
6. Provide clearly demarcated, accessible, and lighted pathways between sidewalks and building access points to establish a sense of presence and safety.
7. Use courtyards, paseos, gardens and other outdoor areas to enhance open spaces.
8. Design projects to comply with the City's Outdoor Lighting Ordinance and Guidelines.
9. Place windows to avoid direct views into neighboring windows by offsetting or staggering with neighbors' window locations.
10. Avoid placing larger upper-story windows overlooking the rear yards of adjacent properties.
11. Locate upper-story balconies and decks to minimize loss of privacy for neighboring properties.

12. Set back upper floors or increase side and rear yard setbacks to pull windows farther away from neighboring residents.
13. Orient upper story decks to face the street or away from neighboring windows, openings, and yards.

Part II of this document is the HLC Landscape Design Guidelines. Part II, Section 2, General Guidelines contains additional guidelines related to utilizing landscaping to enhance privacy.

## **SECTION 2** Historic Resources Significance – All Structures and Sites

1.2.1 Historic Resources Element. The Historic Resources Element of the General Plan contains a goal to “Protect the significant contribution made by Santa Barbara’s neighborhood historic resources to the City’s charm and sense of historical context.” Historic Resources Element Policy HR1 – Protect Historic and Archaeological Resources, seeks to protect the heritage of the City by preserving, protecting and enhancing historic resources, and Policy HR2 – Ensure Respectful and Compatible Development, directs that all development respect historic resources and the overall historic character of the City. Implementation Actions HR2.1 thru HR2.5 specifically address construction in proximity to historic resources, and that development shall be designed, sited and scaled to be compatible with their historic neighbors and with public enjoyment of the historic site. The following guidelines are intended to implement Policy HR2.

1.2.2 Demolition Review Study Area. Project sites within the City’s Demolition Review Study Area containing older structures, site features, or landscape features over 50 years of age must be researched to determine if they are potentially historically significant, or eligible to be designated as historic resources. Evaluation and protection of archaeological resources, historic resources, or trees are governed by policies, laws and regulations of the Municipal Code and at the state and federal levels. Consultation with the City’s Urban Historian is required for demolition or substantial alterations proposed for structures over 50 years of age and for the proposed removal of any potentially historic site feature such as walls or landscaping. Existing historic structures and historic site features such as walls, gates, stairways, and specimen trees should be preserved and included as a part of the overall plan where feasible.

1.2.3 Infill Projects. Infill development projects involving historic resources shall preserve, protect, and enhance those resources. Projects on sites adjacent to historic resources shall respect and be compatible with the adjacent resources.

**A. Project Sites Containing Historic Resources:** If a project parcel contains potentially historic or designated historic resources the project shall be reviewed by the Historic Landmarks Commission (HLC). The Urban Historian can assist the HLC by identifying particular issue areas where the proposed development must show consideration and sensitivity to historic resources on the site.

**B. Projects Adjacent to Historic Resources:** The HLC is the review body for all projects within El Pueblo Viejo Landmark District or another landmark district. In all other areas of the City, the ABR is the review body for projects adjacent to historic

resources, and will follow this section of guidelines.

This section of guidelines helps to ensure that infill development is appropriately sensitive to adjacent historic resources, is compatible, and maintains a balance between historic resources and new construction.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Consultation with the City Urban Historian is required to determine which of the design techniques and approaches listed below should be followed to demonstrate sensitivity to historic resources:

1. Architectural styles of new or remodeled buildings should be compatible and fit with the character of adjacent structures.
2. Special consideration shall be given to setbacks for projects adjacent to historic resources and/or historic patterns of development to be compatible with other historic resources on the street.
3. Design interior setbacks to maintain an appropriate distance to provide views to the resource, appropriate light and air, and avoid impacts such as crowding or looming over adjacent historic resources.
4. Location of parking and garages should be sensitive to adjacent historic resources.
5. Orient the front entrance of the building to the street and clearly identify the front entrance unless this is not the predominant pattern on the street.
6. Larger buildings should be stepped down in height as they approach smaller adjacent historic resources.
7. Design the front façade to appear similar in scale with adjacent historic resources.
8. Align foundation and floor-to-ceiling heights to be sensitive to adjacent historic structures.
9. Align eaves, cornices, and ridge lines to be compatible with those of the neighboring historic structures.
10. Design the front of buildings to have a similar rhythm and pattern of window and door openings as those of the existing streetscape.
11. Incorporate materials and colors similar to those traditionally used in neighboring historic structures.

### **SECTION 3 Sustainable Building and Site Design, Including Energy Efficiency**

The built environment has a profound impact on our natural environment, economy, health, and productivity. Building sustainably is a design and construction method that recognizes this impact and focuses on creating buildings that minimize the impact on the environment, while positively affecting the economy and the health of the building occupants. To address these impacts, building sustainably focuses on four major components:



- Energy and Water Conservation
- Site Planning
- Material and Resource Use Reduction
- Indoor Air Quality
- Improvements

Building sustainably is encouraged as much as possible when consistent with HLC goals for historic preservation.

1.3.1 **Energy Efficiency.** Buildings shall be designed and oriented to maximize energy efficiency and conservation, including lighting design. Feasible passive and active solar design principles are encouraged.

1.3.2 **Sustainable Building and Site Design.** City policies support building designs that incorporate sustainable building and site design principles and use energy efficiently. It is consistent with the intent of these guidelines to encourage the continued effort to build in a manner responsive to the environment. Difficulty arises with the incorporation of materials and elements such as solar collectors, cool roofs, and reflective glass which are otherwise incompatible with historic preservation goals. The designer is challenged to either:

- incorporate sustainable elements in a manner which is unobtrusive or invisible (preferred); or
- incorporate sustainable elements in a manner which is appropriate to the style.

For either approach, the designer needs to consider these concepts at the beginning of the conceptual design phase as an integral part of the scheme, rather than as an afterthought or added element.

Property owners and designers should consider adaptive reuse and rehabilitation as viable alternatives to demolition and redevelopment of existing facilities. The rehabilitation of historic structures often demonstrates a large commitment to saving the history of the community through historic preservation.

Additions, exterior alterations, and remodels should strive to be both aesthetically appropriate and sustainable. The potential benefits and sustainability advantages for adaptive reuse and rehabilitation projects are as follows:

- Reduction of resources used in construction
- Significant reduction in the amount of demolition waste going to landfills
- Reuse of existing buildings may often be greener than building new “green” buildings, given the amount of energy required to construct new buildings
- Use of long-lasting traditional building techniques and materials is superior to potentially lower-quality or cheaper, modern materials
- More sustainable landscape, drainage, and irrigation systems

Also consider the following sustainable landscaping topics, described in more detail in Part II of these guidelines:

- Effective on-site stormwater management and runoff reduction
- Maximum on-site permeability and percolation

- Water-wise plant choices and water-efficient irrigation
- Preservation of existing vegetation
- Avoiding unnecessary grading
- Use of landscaping to buffer wind and sun
- Natural drainage features

#### **SECTION 4 Administrative Approval Standards**

Various HLC review levels include: concept, project design approval, in-progress, final approval, review after final approval and consent calendar. These review levels are discussed in Part III: Meeting Procedures.

**Projects Eligible for Administrative Staff Approval.** Projects listed in Sections 3.2 and 3.3 of this Part I are eligible for administrative staff review and approval as a ministerial action by a Community Development Director appointed representative without full review by the HLC if the project complies with both “1.3.1 Administrative Staff Review Standards, General” and applicable project specific standards in 1.3.2 and 1.3.3.

#### **Projects Not Eligible for Administrative Staff Approval**

- Projects subject to public noticing per SBMC Chapter §22.22
- Designated City Landmarks
- Designated Structures of Merit
- Project structure is on the City's “List of Potential Historic Resources” or site is found to possess potential significant historic value as determined by a Community Development Director appointed representative (e.g., Urban Historian); and the proposed alteration may negatively alter a character defining feature or cause an adverse change to the significance of the resource. In this case, consultation with or approval by the Historic Landmarks Commission may be required.

1.4.1. **Administrative Staff Review Standards, General.** In order to be eligible for administrative staff review, a project must comply with the following general standards as well as any applicable project specific standards listed in 1.3.2 and 1.3.3.

- Design:** The architectural design of the addition, alteration, or site change is compatible with the design of any existing building which will remain on site. One overall architectural style is required.
- Materials:** The exterior finish materials of the proposed project match the existing exterior finishes of the existing structures on the lot.
- Style:** Style is expressed through architectural elements such as windows, doors, lighting, railings, trim, eaves, roof pitch, element proportions, and materials. The style of the proposed work should be stated on the project plans and matches the existing style. Wherever this document references a requirement for style compatibility, the following method is used to determine style compatibility. Staff may reference [A Field Guide to American Houses](#) or similar reference materials to confirm the proposed style classification. Staff will check for consistency of style of a structure's proposed elements with the elements for the chosen style. Staff will also check that any patterns or materials created by the existing elements are



repeated in the proposed work.

- D. **Additions:** Additions match the current architectural style of the building and are of the same materials, details and colors.
- E. **Alterations:** Alterations match the current architectural style of the building or result in one architectural style. Alterations to restore a structure's previous architectural style may be approved if the architectural style is appropriate for the district or the structure. Alterations that propose an architectural style that is not typical for the neighborhood are not eligible for administrative staff review.
- F. **Colors:** Additions match the existing colors of the building, siding or trim. Building alterations involving color changes may be re-painted or re-stained to match the existing colors of the structure, provided there is no change from the original color. Similarly, exterior building components may be repaired or replaced as long as the visual intent and color remain the same. Proposals for bright colors or colors that do not match the building require review and approval by the HLC. Simple color changes can be approved administratively where original colors are substituted with colors from an HLC-approved color palette, titled "Santa Barbara Colors", available at the Planning and Zoning Counter and on-line at:  
[www.santabarbaraca.gov/Resident/Home/Guidelines/](http://www.santabarbaraca.gov/Resident/Home/Guidelines/)

- G. **Scale:** The scale of additions is compatible with the scale and style of the building and neighborhood. The project scale is consistent with the prevailing development patterns of neighborhood additions. The review criteria utilized to determine correct scale shall be the degree of project visibility, plate heights, roof pitch, and maximum building heights. Additions or alterations out of character with the neighborhood or incorrectly sited on the lot are referred to the HLC.
- H. **Historic Considerations:** Projects involving minor alterations to structures on the City's "List of Potential Historic Resources" or to other structures that are found to possess potential significant historic value as determined by a Community Development Director appointed representative (e.g., Urban Historian) may be ineligible for administrative staff review. Consultation or approval by the Historic Landmarks Commission may be required.

1.4.2 **Administrative Staff Review Standards, Project Specific Standards:  
Commercial & Multi-Family**

- |  |   |
|--|---|
| A. Additions: Minor  | M. Mechanical Equipment:<br>Rooftop                           |
| B. Awnings   | N. Roofs (and "Reroofs")                                      |
| C. Chimneys and Metal Flues                                  | O. Shed and Spa Enclosures                                    |
| D. Color Changes: Exterior                                   | P. Sidewalk Seating for<br>Commercial Outdoor Dining<br>Areas |
| E. Decks: Minor Alterations                                  | Q. Skylights  |
| F. Doors: Minor Alterations                                  | R. Soil Remediation Systems:<br>Temporary (1 or 2 Year)       |
| G. Driveways/Paving/Minor<br>Sitework                        | S. Time Extension   |
| H. Fences  | T. Tree Removals: Minor                                       |
| I. Landscape Alterations: Minor,<br>Including Tree Removals. | U. Trellises  |
| J. Landscape Improvements                                    | V. Walls: Freestanding  |
| K. Lighting: Exterior  | W. Windows: Minor alterations                                 |
| L. Mechanical Equipment:<br>General                          |   |

- A. **Additions: Minor.** Additions are under 100 square feet and do not have a publicly visible effect on the overall design of the building.
- B. **Awnings.** Small canvas awnings over window or door openings that are compatible with the style and the colors of the existing structure. Proposals for bright colors or colors that do not match the building require review and approval by the HLC.
- C. **Chimneys and Metal Flues.** All of the following standards must be met:
  1. Chimneys are consistent with the style of the existing structure and use masonry, stone, stucco, or metal pipe.
  2. Wood material is not used on chimneys.

3. The shape of the chimney is fairly uniform, i.e. there is no awkward extensive projection of exposed pipe beyond the top of the chimney in response to Building and Safety requirements.
- D. **Color Changes: Exterior.** The project is consistent with 3.1.F “Administrative Staff Review Standards, General. Colors.”
- E. **Decks: Minor Alterations.** New or altered decks or porches less than 200 square feet or decks at the first floor level are eligible for administrative approval if the following standards are met:
1. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
  2. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
  3. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate area if no decks are on immediately adjacent properties.
  4. New decks are not located to cause potential privacy or noise impacts to adjacent properties.
  5. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the existing structure or trim.
- F. **Doors: Minor Alterations.** Minor door alterations - for example, to enhance access by the physically challenged and for compliance with the Americans with Disabilities Act (ADA) - are covered by this provision. Installation of guard/hand rails shall be referred to the consent calendar. The modification of doors and sidelights within existing rough openings should be designed to comply with the following requirements for administrative approvals:
1. The type of proposed doors and color of frames are compatible with the architectural style of the building and appear compatible with existing doors.
  2. If the doors of an addition are the same size and material as existing nearby doors, the proposed doors match the existing nearby doors in appearance.
  3. Door and sidelight sash material match the existing and are either wood or traditional steel iron (aluminum, anodized or other shiny or unpainted metal is not allowed in El Pueblo Viejo).
  4. Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing. Where dual glaze glass is used, the mullions should break the exterior pane.
  5. In door pairs, both doors should have the same width.
  6. In doors with sidelights, sidelights should have the same width if feasible.
  7. Doors and sidelights shall be placed symmetrically within architectural elements if appropriate for the architectural style.
  8. Door hardware is appropriate to the architectural style of the building.
  9. Any changes in paving material associated with the door alteration match

the existing material.

- G. **Driveways/Paving/Minor Sitework.** Extensions, modifications, and additions to driveways where:
1. Grading total is less than 50 cubic yards.
  2. There is no drainage impact on adjoining lots.
  3. Any paving or driveway additions or modifications are of the same materials as the existing paving or driveway materials.
  4. Any new driveway paving materials are compatible with the existing structure and surrounding area.
  5. New paved parking areas are screened from public viewing areas through fencing, landscaping or other structures.
  6. Any construction of a driveway or sitework in close proximity to a creek or that may result in adverse drainage conditions is not eligible for administrative approvals.
- H. **Fences.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block fence materials are not eligible for Administrative Staff Review. Fences not specifically excluded in the preceding sentence may be reviewed and approved administratively if:
1. The fence is 8 feet or less in height.
  2. The fence is not in a highly visible location to the public as defined in Section 1.3.4.B.
  3. Lot Line Fences: Fence height, length and use of materials shall be compatible with the surrounding area.
  4. Wood fences constructed of smooth cedar, redwood, high-quality pressure treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
- I. **Landscape Alterations: Minor, Including Tree Removals.** As allowed by the SBMC, the following landscape alterations may be approved administratively by the Community Development Director or appointed representative:
1. **Minor Landscape Alteration – General.**
    - a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.8.C of these guidelines, except the replacement may exceed the size and distance limits listed in items 2.4.8.2.b and 2.4.8.C.2.d.iii and 2.4.8.C.2.d.iv; and
    - b. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
    - c. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and
    - d. No native landscaping is to be removed.

2. **Minor Landscape Alteration – Tree Removal.** A landscape alteration that is a tree removal or replacement may be considered a minor alteration may be approved administratively if it meets the following criteria:
  - a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.8.C of these guidelines, except the tree to be removed may exceed the size and distance limits listed in items 2.4.8.C.2.b and 2.4.8.C.2.d.iii and 2.4.8.C.2.d.iv; and
  - b. No more than two trees are proposed to be removed or replaced; and
  - c. No front setback, historic or specimen tree is proposed for removal. (Front setback, historic or specimen trees are reviewed by the Parks Department.); and
  - d. No skyline or native tree is proposed for removal; and
  - e. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
  - f. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and
  - g. An appropriate number and size of other trees would remain on the building site after the requested removal or a sufficient number of adjacent trees on City property exist to maintain desirable tree density in the area.
  
- J. **Landscape Improvements.** Landscape improvements or revisions associated with projects under review are reviewed for consistency with landscape design guidelines in the HLC General Design Guidelines & Meeting Procedures: Part II, Landscape Design or other applicable design guidelines, and may be approved administratively if there is a clear consistency with the guidelines.
  
- K. **Lighting: Exterior.** All of the following standards must be met:
  1. Replacement or installation of additional fixtures is compatible in style, color and scale with the applicant's existing structure.
  2. Lighting fixtures and placement meet the Outdoor Lighting Ordinance and Design Guidelines.
  3. For projects in EPV I or II, the following standards also apply:
    - a. Unshielded light bulbs are low intensity to avoid glare and should only be used for decorative or local lighting and may not be used for area lighting.

- b. Lantern fixture designs which include bare bulbs resemble the appearance, color and low intensity of a traditional incandescent bulb.
  - c. Lighting installations may not be approved with exposed raceways or conduits.
  - d. Recessed soffit lighting and landscape lighting are carefully concealed or designed in a manner appropriate to Hispanic architecture.
- L. **Mechanical Equipment: General.** Equipment such as water heaters, water heater enclosures, electrical or gas metering equipment and pool and spa equipment must be located and screened as follows in order to be eligible for Administrative approval:
- 1. If the new mechanical equipment is installed at ground level, it is placed as close to the dwelling as practicable and screened from view through fencing, landscaping or other structures. Landscape screening, the preferred method of screening, is indicated on project plans to be maintained.
  - 2. All cables connecting outdoor equipment are properly secured and/or buried in the ground.
  - 3. All pool and spa equipment is located as far away from adjoining properties as reasonably practicable in consideration of neighbors, and the equipment's property line decibel level is consistent with the Noise Ordinance.
- M. **Mechanical Equipment: Rooftop.** Transmitting antennas, including wireless facilities, are not eligible for administrative approvals. Satellite antennas and other rooftop equipment reviewed by Staff must comply with the following standards:
- 1. It is clearly demonstrated that the proposed equipment or skylights are not visible from adjacent properties or public ways, and are screened by existing parapets, building forms or other equipment.
  - 2. The screening proposal presents an integrated appearance with the overall building.
  - 3. Satellite dishes and associated equipment may be required to be painted the same color as the roof or adjacent background.
  - 4. A preferred method for screening rooftop equipment would be an appropriately designed parapet which screens mechanical equipment from street level viewers.
- N. **Roofs (and "Reroofs").** S-Tile roofs are not eligible for administrative approvals. Roofs (including new roofs and "reroofs") reviewed by Staff must comply with the following standards:

1. The type and color of roofing material is compatible with the architectural style of the structure.
  2. Roofs of additions or accessory buildings match the roof of the structure.
- O. **Shed and Spa Enclosures.** All of the following standards must be met:
1. The shed or enclosure area is 150 square feet or less.
  2. Accessory structures are located in consideration of neighbors and appropriately screened.
  3. Materials match site fencing or the main structure's materials and colors.
  4. Any mechanical equipment meets the mechanical equipment administrative approval criteria in Item 1.3.2.K, above.
- P. **Sidewalk Seating for Commercial Outdoor Dining Areas.** In general accord with the guidelines appropriate for the area, the placement, style, color, and types of outdoor dining furniture and barriers shall be consistent with and complement the design and building appearance. The placement, style, colors, and types of outdoor dining furniture and barriers shall be in conformity with the Public Works Department "Standard Street Right-of-Way and Sidewalk Outdoor Dining Regulations", adopted by the HLC and the City Council. Construction features shall be approved by the City Engineer.
- Q. **Skylights.** Skylights must meet the following standards for administrative Staff approval eligibility:
1. Proposed equipment or skylights are clearly demonstrated to be invisible from the front of the building, adjacent properties, a street or other public ways, and are screened by existing parapets, building forms or other equipment.
  2. There are no more than five skylights proposed for a building.
- R. **Soil Remediation Systems: Temporary, Up to Two Years.** Systems are eligible for administrative approval if screened with 6-foot-high chain-link fencing with redwood slats, and shrubs or vines are planted or placed in pots surrounding the enclosure. The ventilation stack must be painted to match the color of the nearest background.
- S. **Time Extension.** See SBMC §22.22.180.
- T. **Tree Removals: Minor.** Removal of a tree with a main trunk less than 12" in diameter at a point 4'6" above the highest natural grade adjacent to the trunk from a site in El Pueblo Viejo is eligible for administrative approval subject to the following conditions:
1. No more than two trees are proposed for removal.
  2. No skyline, historic or specimen tree is proposed to be removed.
  3. A suitable replacement tree is proposed consistent with Part II of these guidelines.

4. An appropriate number and size of other trees would remain on the building site after the requested removal or a sufficient number of adjacent trees on City property exist to maintain desirable tree density in the area.
  5. The removal of the tree is necessitated by plant health considerations and is following recommendations from a licensed landscape architect or certified arborist.
  6. If a tree removal does not meet the above criteria, the tree removal is subject to the review and approval of the Parks and Recreation Commission and/or the Historic Landmarks Commission.
- U. **Trellises.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block trellis materials are not eligible for Administrative Staff Review. Trellises are eligible for administrative approval if:
1. Trellis covers less than 100 square feet and is less than 10 feet tall.
  2. Trellis is constructed of smooth cedar, redwood, high-quality, pressure-treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
  3. Lot line trellis height, length and use of materials are compatible with the surrounding area.
- V. **Walls: Freestanding Only, Not Retaining.** Walls of non-traditional material, such as unfaced concrete block, railroad ties, faux materials or plaster walls in hillside areas are not eligible for administrative approvals. Walls approved administratively must meet all the following criteria:
1. Less than 4 feet tall
  2. Less than 50 cubic yards of grading outside the main building footprint for the wall project
  3. Similar in character with other walls visible in the surrounding area from public viewing locations
  4. Hillside Design District Walls: should be designed in a way as to blend with the natural surroundings
  5. Lot Line Walls: Wall height, length and use of materials should be compatible with the surrounding area.
- W. **Windows: Minor Alterations.** Alteration projects involving the installation of vinyl windows or aluminum frame windows where no aluminum frame windows previously existed on the property are not eligible for administrative approvals. Windows may be replaced or added if the following standards are met:
1. The type of windows and color of frames are compatible with the architectural style of the existing structure.
  2. Windows of additions match the predominant windows of the existing structure.
  3. The window types are of appropriate size and scale for the proposed location(s).



1.4.3 **Administrative Staff Review Standards, Project Specific Standards:  
Single Family Residential**

- |  |  |
|--|--|
| A. Accessory Structures, Spas and Trash/Recycling Enclosures | L. Landscape Alterations: Minor, Including Tree Removals |
| B. Additions: Small One-Story                                | M. Landscape Improvements                                |
| C. Additions: Small Two-Story                                | N. Lighting: Exterior                                    |
| D. Awnings   | O. Mechanical Equipment: General                         |
| E. Carports  | P. Mechanical Equipment: Rooftop                         |
| F. Chimneys and Metal Flues                                  | Q. Porches   |
| G. Decks   | R. Roofs   |
| H. Doors   | S. Skylights   |
| I. Driveways/Paving/Minor Site Work                          | T. Tree Removals: Minor                                  |
| J. Fences  | U. Trellises   |
| K. Garages   | V. Walls   |
|  | W. Windows   |

A. **Accessory Structures, Spas and Trash/Recycling Enclosures.** All of the following standards must be met in order to be eligible for administrative staff review and approval:

1. The accessory structure, spa, or enclosure area is 150 square feet or less. Exception: If the accessory structure, spa or trash/recycling enclosure is not publicly visible, then the project can be up to 250 square feet.
2. Accessory structures are located in consideration of neighbors and appropriately screened.
3. Materials match site fencing or the main structure's materials and colors.
4. Any mechanical equipment meets the mechanical equipment administrative approval criteria listed below in Section 1.3.3.O.

B. **Additions: Small One-Story.** Small one-story additions may be reviewed and approved administratively if all of the following apply to the project:

1. No second unit in resulting project;
2. Additions and any alterations are less than 17 feet high;
3. Addition is less than 50% of amount of existing square footage in 1992;
4. Project is less than 85% of the maximum FAR;
5. Less than 250 square feet is proposed to be added to the first floor;
6. Addition is not highly visible to the public as defined in Section 1.3.4.B;
7. Less than 100 cubic yards of grading is proposed;
8. Addition complies with retaining wall guidelines; and
9. There is no vegetative roof on the proposed resulting project.

Exception: A minor addition that is not publicly visible and is located in consideration of neighbors and appropriately screened may be approved administratively even if square footage to be added to the first floor is up to 500 square feet and if the proposed grading outside the main building footprint is up to 250 cubic yards. All other conditions above must be satisfied.

C. **Additions: Small Two-Story.** Additions may be reviewed and approved administratively if all of the following apply to the project:

1. no second unit in resulting project;
2. addition is less than 50% of amount of existing square footage in 1992;
3. the project is less than 85% of the maximum FAR;
4. less than 150 square feet is proposed to be added;
5. the addition is not highly visible to the public as defined in Section 1.3.4.B;
6. less than 100 cubic yards of grading is proposed;
7. the addition complies with retaining wall guidelines; and
8. there is no vegetative roof in the proposed resulting project.

Exception: A small two-story addition which is not publicly visible, located in consideration of neighbors, appropriately screened and which does not require a notice and public hearing is administratively approvable even if the quantity listed in criteria 6 above is exceeded (up to 250 cubic yards of grading outside the main building footprint could be administratively approvable). .

D. **Awnings.** Small canvas awnings over window or door openings are compatible with the style and the colors of the existing house. Proposals for bright colors or colors that do not match the building require review and approval by the HLC.

E. **Carports.** Carports which meet all of the following criteria are administratively approvable:

1. Are not publicly visible as defined in Section 1.3.4.
2. Carport is compatible in style and materials with the main structure.
3. Thin metal poles are not used as carport supports.
4. An appropriate decorative paved pedestrian pathway connects the carport to the main residence.
5. Landscape planting areas are located adjacent to the carport, if feasible.
6. Where there is no garage on a property, at least 200 cubic feet of aesthetically integrated lockable exterior storage is provided.

- F. **Chimneys and Metal Flues.** All of the following standards must be met:
1. Chimneys are consistent with the style of the house and use masonry, stone, stucco, or metal pipe.
  2. Horizontal siding material is not used on chimneys.
  3. Metal flues are painted to match the roof color.
  4. The shape of the chimney is fairly uniform, i.e. there is no awkward extensive projection of exposed pipe beyond the top of the chimney in response to Building and Safety requirements.
- G. **Decks.** Decks over 100 square feet in area or decks elevated above the first floor level are not eligible for administrative approvals, unless the deck is not publicly visible as defined in Section 1.3.4, located in consideration of neighbors and appropriately screened. The following standards must be met for administrative approval:
1. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
  2. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
  3. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate neighborhood if no decks are on immediately adjacent properties.
  4. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the house or trim.
- H. **Doors.** All of the following standards must be met for administrative approval:
1. The type of proposed doors and color of frames are compatible with the architectural style of the building and appear compatible with existing doors.
  2. If the doors of an addition are the same size and material as existing nearby doors, the proposed doors match the existing nearby doors in appearance.
  3. Door and sidelight sash material match the existing and are either wood or traditional steel iron (aluminum, anodized or other shiny or unpainted metal is not allowed in El Pueblo Viejo).
  4. Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing. Where dual glaze glass is used, the mullions should break the exterior pane.
  5. In door pairs, both doors should have the same width.
  6. In doors with sidelights, sidelights should have the same width if feasible.
  7. Doors and sidelights shall be placed symmetrically within architectural elements if appropriate for the architectural style.
  8. Door hardware must be appropriate to the architectural style of the building.
  9. Any changes in paving material associated with the door alteration match

the existing material.

- I. **Driveways/Paving/Minor Site Work.** Extensions, modifications, and additions to driveways may be reviewed and approved administratively if all of the following are satisfied:
  1. Grading total is less than 50 cubic yards.
  2. There is no drainage impact on adjoining lots.
  3. Any paving or driveway additions or modifications are of the same materials as the existing paving or driveway materials.
  4. Any new driveway paving materials are compatible with the house and neighborhood.
  5. New paved parking areas are screened from public viewing areas through fencing, landscaping or other structures
  6. Any construction of a driveway or sitework in close proximity to a creek or that may result in adverse drainage conditions is not eligible for administrative approvals.
  
- J. **Fences.** Chicken wire, sheet metal, plastic, vinyl, wire-mesh and unfaced cement block fence materials are not eligible for Administrative Staff Review. Fences not specifically excluded in the preceding sentence may be reviewed and approved administratively if all of the following are satisfied:
  1. The fence is 8 feet or less in height.
  2. Lot Line Fences: Fence height, length and use of materials shall be compatible with the neighborhood.
  3. If the fence is constructed of wood, it is constructed of smooth cedar, redwood, high-quality pressure-treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
  4. If the fence is constructed of chain link, it has a dark-colored finish or is hot dip galvanized chain link fencing, and it is located outside of any front yard and screened with vines or shrubs to soften the appearance of the fence.
  
- K. **Garages.** Garages placed at the same distance or closer to the street than the main house are not eligible for Administrative Staff Review. Garages reviewed by Staff must be located further from the street than the main residence (i.e. “behind the house”).
  
- L. **Landscape Alterations: Minor, Including Tree Removals.** The following landscape alterations requiring a ministerial CDD permit, but no building permit, are considered “Minor Alterations” and may be approved administratively by the Community Development Director or appointed representative:
  1. **Minor Landscape Alteration – General.**
    - a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.8.C of these guidelines, except the replacement may exceed the size and distance limits listed in items

2.4.8.C.2.b and 2.4.8.C.2.d.iii and 2.4.8.C.2.d.iv; and

- b. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
- c. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and
- d. No native landscaping is to be removed.

2. **Minor Landscape Alteration – Tree Removal.** A landscape alteration that is a tree removal or replacement may be considered a minor alteration (and therefore approved administratively) if it meets the following criteria:

- a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.8.C of these guidelines, except the tree to be removed may exceed the size and distance limits listed in items 2.4.8.C.2.b and 2.4.8.C.2.d.iii and 2.4.8.C.2.d.iv; and
- b. No more than two trees are proposed to be removed or replaced; and
- c. No front setback, historic or specimen tree is proposed for removal. (Front setback, historic or specimen tree are reviewed by the Parks Department.); and
- d. No skyline or native tree is proposed for removal; and
- e. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
- f. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and
- g. An appropriate number and size of other trees would remain on the building site after the requested removal or a sufficient number of adjacent trees on City property exist to maintain desirable tree density in the area.

M. **Landscape Improvements.** Landscape improvements associated with projects under review shall be reviewed for consistency with landscape design guidelines in the Historic Landmarks Commission Guidelines: Part II, Landscape Design, and may be approved administratively if there is a clear consistency with the guidelines.

- N. **Lighting: Exterior.** Both of the following standards must be met for administrative approval:
1. Replacement or installation of additional fixtures are compatible in style, color and scale with the applicant's house.
  2. Lighting fixtures meet the Outdoor Lighting Ordinance and Guidelines.
- O. **Mechanical Equipment: General.** Equipment such as water heaters, water heater enclosures, electrical or gas metering equipment and pool and spa equipment must be located and screened as follows in order to be eligible for administrative approval:
1. If the new mechanical equipment is installed at ground level, it is placed as close to the dwelling as practical and screened from view through fencing, landscaping or other structures. Landscape screening, the preferred method of screening, is indicated on project plans to be maintained.
  2. All cables connecting outdoor equipment are properly secured and/or buried in the ground.
  3. All pool and spa equipment is located as far away from adjoining properties as reasonably practical in consideration of neighbors, and the equipment's property line decibel level must be consistent with the Noise Ordinance.
- P. **Mechanical Equipment: Rooftop.** Transmitting antennas are not eligible for administrative approvals. Satellite and other rooftop equipment reviewed by Staff must comply with the following standards:
1. Equipment is screened.
  2. The screening proposal presents an integrated appearance with the overall building.
  3. If equipment will be visible from off-site locations, despite screening or in cases where only vegetative screening is used, the equipment is painted the same color as the roof or adjacent background, as specified by Staff.
- Q. **Porches.** If all of the following standards are met, residential porches may be administratively approved:
1. The porch is a traditional porch design in that it is raised less than six feet above the sidewalk level or finished grade, whichever is higher, and has an understory which is completely enclosed.
  2. The type and color of proposed porch materials are compatible with the architectural style of the structure.
  3. The porch railing and supports are designed so that the front door is easily visible from the street.
  4. The porch alignment with the structure complements the existing structure's architectural alignment, patterns and features.
  5. If the porch is publicly visible as defined in Section 1.3.4, the porch is modest in scale and the porch roof is not higher than 12 feet.
  6. The proposed porch roofing matches the roofing material of the structure.

- R. **Roofs.** S-Tile roofs are not eligible for administrative approvals. In order to be reviewed and approved by Staff, roofs (including new roofs and “reroofs”) must comply with the following standards:
1. The type and color of roofing material is compatible with the architectural style of the structure.
  2. Roofs of additions or accessory buildings match the roof of the structure.
- S. **Skylights.** The cumulative impacts of exposed roof equipment shall be a consideration when determining the appropriate size, quantity and type of skylights proposed. Skylights must meet the following requirements for administrative Staff approval eligibility.
1. There are no more than five skylights proposed for a building.
  2. Skylights are compatible with the architectural style of the building and with the character of the surrounding neighborhood.
  3. Skylights are located so that they are not visible from the front of the building or a street.
  4. Skylights follow one of the following standards:
    - a. Proposed skylights are flat and made of non-reflective materials; or
    - b. Will not be visible from off-site locations; or
    - c. Are screened by the building form, landscaping, or a parapet.
- T. **Tree Removals: Minor.** Removal of a tree with a main trunk less than 12” in diameter at a point 4’6” above the highest natural grade adjacent to the trunk from a site in El Pueblo Viejo is eligible for administrative approval subject to the following conditions:
1. No more than two trees are proposed for removal.
  2. No skyline or specimen tree is proposed to be removed.
  3. A suitable replacement tree is proposed consistent with Part II of these guidelines.
  4. The removal of the tree is necessitated by plant health considerations and is following recommendations from a licensed landscape architect or certified arborist.
  5. If a tree removal does not meet the above criteria, the tree removal is subject to the review and approval of the Parks and Recreation Commission and/or the Historic Landmarks Commission.
- U. **Trellises.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block trellis materials are not eligible for Administrative Staff Review. Trellises are eligible for administrative approval if all of the following are satisfied:
1. The trellis covers less than 250 square feet and is less than 12 feet tall  
Exception: If the project is not publicly visible as defined in Section 1.3.4, located in consideration of neighbors and appropriately screened, then this criteria is not required for approval.

2. Constructed of smooth cedar, redwood, high-quality, pressure-treated pine or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
  3. Lot line trellis height, length and use of materials are compatible with the neighborhood.
- V. **Walls.** Walls approved administratively must meet all the following criteria:
1. Less than 4 feet tall. Exception: If the project is not publicly visible as defined in Section 1.3.4, located in consideration of neighbors and appropriately screened, then this criteria does not apply.
  2. Less than 50 cubic yards of grading outside the main building footprint for the wall project
  3. Similar in character with other walls visible in the neighborhood from public viewing locations
  4. Hillside Design District Walls: shall follow all guidelines regarding blending with the natural surroundings in the “Single Family Residential Design Guidelines”.
  5. Lot Line Walls: Wall height, length and use of materials shall be compatible with the neighborhood.
- W. **Windows.** The proposed use of vinyl windows or aluminum frame windows where no aluminum frame windows previously existed on the property is not eligible for administrative approvals. Both of the following standards must be met for Administrative Staff approval:
1. The type of windows and color of frames are compatible with the architectural style of the house.
  2. Windows of additions match the predominant windows of the house.

#### 1.4.4 Definitions

- A. **Publicly Visible.** A building, structure, or improvement is publicly visible if it may be typically, reasonably, and usually observed by an average person standing or traveling upon a public right-of-way (including streets and sidewalks) or visible from a public park, beach, or other area generally open for public use. If the building, structure, or improvement is only visible from a very distant viewing location where the building, structure, or improvement would not be readily discernable from the viewing location, then the building, structure, or improvement is not considered publicly visible for purposes of interpreting these guidelines.



- B. **Highly Visible to the Public.** A building, structure, or improvement is highly visible to the public if it appears prominently and is easily observed by an average person standing or traveling upon a public right-of-way (including streets and sidewalks) or prominent and easily visible from a public park, beach, or other area generally open for public use. A building, structure or improvement highly visible to the public usually fronts public streets or other public areas.

## **SECTION 5. Cost Consideration for Affordable Multi-Family Housing Projects**

The Historic Landmarks Commission shall take the total cost of the applicant's design into consideration when reviewing affordable housing projects where all units qualify as affordable housing in compliance with the city's affordable housing program policies and procedures. The expected cost of certain preferred design elements can be used as a consideration by the HLC to maintain the affordability of residential units.

## **SECTION 6. Zoning Modification Comments**

### **1.6.1 Historic Landmarks Commission Role in Commenting on Modification Requests**

Requests for modifications to the Zoning Ordinance for individual projects may be approved by either the Staff Hearing Officer (SHO) or the Planning Commission (PC) in accordance with SBMC §28.92.110. HLC comment occurs at Concept Review hearings prior to the request being heard by the SHO or PC. The HLC's role in commenting on the modification is limited to whether the proposed modification supports preservation of a building's historic character, supports protection of a historic resource, poses aesthetic issues such as inconsistency with neighborhood development patterns or exacerbates conflicts with applicable design guidelines. General support or lack of support of a modification is a land use decision and is not the purview of the HLC. Following is an example of appropriate HLC comment on modification requests:

"The proposed modification is/is not aesthetically appropriate. The proposed modification poses/does not pose consistency issues with applicable guidelines. *(include applicable guideline title and as needed - specific guideline topics for reference).*"

- 1.6.2 **Zoning Modifications of Yard, Lot and Floor Area Regulations.** For modifications of yard, lot, or floor area regulations, comment to the SHO or PC on whether the modification promotes an appearance of uniformity of development is helpful because the promotion of uniformity of improvement is one of the available grounds for the approval of a modification of yard, lot and floor area regulations.

## **SECTION 7. Single-Family Residential Two Uncovered Parking Space Exception Requests**

- 1.7.1 **Requirements.** For an exception of two uncovered parking spaces, the Zoning Ordinance requires:

1. The uncovered spaces shall not be located in any front yard on the lot,
2. The uncovered spaces shall be screened from public view,

3. If new pavement is proposed for any of the uncovered spaces and the site has an appropriate slope for permeable paving, then the new pavement shall be permeable,
4. Storage space with exterior access of at least 120 square feet of net floor area shall be provided on the lot,
5. The location of the parking and the design of the screening shall be reviewed and approved by the HLCHLC, as applicable,
6. If the lot is located in the A, E, or R-1 zones and has less than 15,000 square feet of net lot area, the uncovered spaces may encroach up to three feet (3') into a required interior yard if a landscaped buffer is provided between the uncovered spaces and the adjacent interior lot line.
7. The HLC is to review the effectiveness of the project's proposed screening of the uncovered spaces from public view and the aesthetic quality of structures and landscaping related to automobile and bicycle parking and storage structures. The HLC also determines whether the project is consistent with Neighborhood Preservation Ordinance findings, including neighborhood compatibility findings.

1.7.2 **Recommended Project Aspects.** Inclusion of the following items in an uncovered parking modification proposal will make the project more likely to be able to be supported. The HLC reviews the aesthetic qualities of uncovered parking areas, permeable paving, landscaping plantings and hardscapes, storage structures or exterior cabinets, bicycle racks and shelters, or any other project aspects that arise from the two uncovered parking spaces exception proposal.

Recommended Items

- A. **Screened from neighbor views.** In addition to screening from public views as required by the Zoning Ordinance, the uncovered space(s) is effectively screened from neighbor views, and so noted by the HLC in their comments on the project. Any gates proposed for screening may be required to be electronic, to ensure that they can be easily closed after each use;
- B. **Any converted garages to be appropriately designed.** For projects that include conversion of a garage to another use, garage door(s) are removed and driveway paving to the converted garage are replaced with appropriate landscaping;
- C. **Parking delineated.** The uncovered space is clearly delineated for parking use through the use of appropriate planting and hardscape landscape details. Landscape features prevent parking beyond the delineated parking spaces into other planted areas;
- D. **Appropriate shading.** Landscape planting ensures appropriate shading of the space to avoid the possibility of a future plastic/canvas shade structure. New shade trees should have leaf litter, pollen, or branching characteristics compatible with car parking, such as trees listed in Part II of these guidelines as appropriate for parking lots;

- E. **Appropriately designed storage.** At least 120 square feet of exterior accessible lockable storage suitable for the storage of yard maintenance equipment and hazardous household products is provided. Storage area and design should be adequate to the degree necessary to discourage future placement of lower aesthetic quality sheds;
- F. **Formal bicycle parking.** A formal bicycle parking area supports a modification because garages are typically where bicycles are securely stored. Formal bicycle racks with paved maneuvering room consistent with City Transportation standards would support an uncovered parking modification request as it would ensure bicycle parking is adequately addressed. Sheltered bicycle parking would further support the proposal;
- G. **High quality details proposed.** High quality design details and materials are provided in all of the project aspects that support the uncovered parking space, e.g. landscaping and hardscape parking area delineations, screening and shading, storage cabinet and bicycle parking provisions, and the provision of high quality design details as noted by the HLC in their comments.

Additional Supporting Circumstances

The HLC may also make note of any of the following additional supporting circumstances in their review of two uncovered parking space exception requests.

- A. **Constrained lot.** The design is needed for site development flexibility on a constrained lot, such as a lot that is less than 55' wide or less than 10,000 square feet; or
- B. **Facilitates effective response to legally non-conforming parking situation.** The proposal allows the applicant to avoid demolition of major portions of existing structures to accommodate an addition that triggers a two-car parking requirement where there was previously only a legal non-conforming one-car garage on site; or
- C. **Street-friendly façade.** The proposal results in an exceptionally "street-friendly" façade. Windows, and in some cases, a covered front porch, support neighborhood safety. Rather than an unfriendly, bulky, or windowless garage, an appropriately-scaled and detailed façade is featured.
- D. **Open site design.** The proposal allows for a more "open" site design allowing more opportunities for sunlight, air circulation or landscaping.

